

4.3.1 Appendix J – Biannual Report Guidelines for Provisionally Accredited Colleges

These guidelines are for provisionally accredited Colleges of Veterinary Medicine. Refer to the COE Policies and Procedures Manual, Sections 3.2.2 and 3.4 for more information about completing this report. The college must respond to concerns and recommendations made by the COE upon review of previous reports and after site visits.

The Biannual Report form is deployed to colleges through the accreditation management system and reports are due on January 15th and July 15th each year.

Standard 1 Organization

Describe any changes in the administration of the College and University since the last report. Attach a college organizational chart. List the credentials for any College administrators hired since the last report. Note any changes made in the mission of the College or its parent institution. List the College committees, including the members' names by category (faculty, staff, students). List the number of staff in the table provided (BIANNUAL REPORT STAFF TABLE). Note any policy changes or measures to ensure an inclusive academic culture as described in Standard 1.

Standard 2 Finances

Complete the tables provided for Revenues and Expenditures (BIANNUAL REPORT REVENUE TABLE, BIANNUAL REPORT EXPENDITURE TABLE). Explain any major changes in revenues and expenditures from the previous report, and note progress toward the financial projections made in the College's original financial pro forma.

Standard 3 Physical Facilities and Equipment

Provide detailed information about the progress made toward the College's plans for facilities and equipment to support the veterinary program. Facility renovations and new construction must be documented with photographs.

Standard 4 Clinical Resources

List the number of client-owned animals seen at the College-managed facilities and by ambulatory services since the last report in the tables provided (BIANNUAL REPORT Clinical Resources – College, BIANNUAL REPORT Clinical Resources – Ambulatory). If the College used or plans to use other facilities for teaching veterinary students, list the number of animals seen annually in the table provided (BIANNUAL REPORT Clinical Resources – Off Campus). Provide a summary of animals owned by the College and how they are used in teaching.

Standard 5 Information Resources

Note any changes since the last report in providing students with access to and training in information resources.

Standard 6 Students

List the number of students enrolled in each year of the curriculum in the table provided (BIANNUAL REPORT STUDENTS Table). Explain any changes through attrition or admission of transfer students. Include any plans on admitting students from other institutions for defined periods, such as clinical rotations.

Describe any new internship, residency, or graduate student programs initiated since the last report. Note any changes in existing programs. List the number of students enrolled in each program (BIANNUAL REPORT GRAD STUDENTS Table), and the number of students completing the programs each year for the last 5 years.

Describe any changes in students support services, including, but not limited to: student wellness, financial aid, extra-curricular activities, debt management and career advising, and disability services. Describe any new policies or measures taken to ensure an inclusive academic culture in the College. Provide a link to the website where admissions information and a description of the veterinary degree program can be found, as well as financial information about the cost of attendance.

Provide copies of any comments received from students regarding the College's compliance with the Standards of Accreditation.

Standard 7 Admissions

Describe any changes in the admissions policies or procedures, or in the makeup of or charge to the admissions committee.

Standard 8 Faculty

Provide a list of faculty lost and hired since the last report. For those hired, provide their credentials (degrees and board certifications). Provide an overall list of faculty whose primary employment is the College by department or unit, including each faculty member's title, degrees, board certification, the percent time they are employed by the College, and the percent time for teaching, research, and service. For faculty who are hired on a part-time basis, list each faculty member by name, degrees and board certification, number of weeks per year teaching veterinary students, and the number of weeks per year the faculty member is physically on campus.

Describe any new programs or other measures for faculty development, for recruiting and retaining a diverse faculty, and for attaining and maintaining parity for faculty compensation and advancement.

Standard 9 Curriculum

Describe any changes in the curriculum since the last report. Make note of any new or discontinued courses since the last report. Report on the activities of the curriculum committee, including its review of the existing curriculum.

Standard 10 Research

Describe any changes in the College's research mission since the last report. List the number of students involved in research in the table provided (BIANNUAL REPORT RESEARCH STUDENT Table). List the number of faculty employed at least 75% by the College in the table provided (BIANNUAL REPORT RESEARCH FACULTY Table). Outline the College's support for research in the table provided (BIANNUAL REPORT RESEARCH GRANT Table).

Standard 11 Outcomes Assessment

If any graduates have taken the NAVLE, provide a copy of the most recent report from ICVA listing the results of the students' performance on the NAVLE. List the students' performance in the table provided (NAVLE Results).

Year	Students taking exam(s)	Students passing exam(s)	Average scores

Outline the attrition of students in the DVM program in the table provided (STUDENT ATTRITION).

Entering Class	Attrition*	Reason for Relative Attrition**			Absolute Attrition****	
		Academic Failure/Additional Program	Personal	Transfer***	Number	Percentage

* Absolute plus relative attrition

**Relative Attrition = encompasses students moving to another class or transferring to another professional veterinary program, plus number of students moving to a different (earlier) class.

***Students who transfer to another veterinary medicine professional program

****Students who leave and never return

If students have completed the program, provide information about their employment status 6 months after graduation in the table provided (EMPLOYMENT).

Employment Rates

Graduating Class	Total # graduates (number of respondents)	# Employed in field related to veterinary training	# Graduates in advanced clinical training (internships/residencies)	# in advanced academic training (Masters/PhD)

Summarize any results from outcomes assessment analysis since the last report, and describe any changes in the College's programs that have been or are being made in response to this information.

